

CHECKLIST

Please bring the following to your scheduled interview:

- Completed (but not signed) DS-2029, “Application for a Consular Report of Birth Abroad.” Please note that the question regarding physical presence in the U.S. requires you to list **every** entry and exit to and from the U.S. from your date of birth to the present date. If you need to use additional pages, please do so.
- Completed (but not signed) DS-11, “Application for a U.S. Passport.”
- Long Form UK Birth Certificate issued by the Registrar - the long form version has both parents' names.
- The U.S. citizen parent(s) current U.S. passport(s). If the U.S. citizen parent(s) is/were naturalized, their naturalization certificate(s) or certificate of citizenship(s).
- In the case that one parent is not a U.S. citizen, his/her current foreign passport.
- Child’s UK or Irish or other foreign passport if they have been issued one.
- Marriage Certificate (if applicable).
- Evidence of Termination of Previous Marriages of either Parent, e.g., Death Certificate, Divorce Decree.
- Proof of Physical Presence
The physical presence requirements for transmission of citizenship vary depending on whether the child was born in or out of wedlock, whether the mother or father or both parents are U.S. citizens, and on the date of the child’s birth. Refer first to <https://uk.usembassy.gov/u-s-citizen-services/birth/transition-requirements/> to determine the relevant requirements in your case. **Proof of physical presence might include but is not limited to** previous passports showing a complete travel history i.e. entry/exit stamps for every trip, school, college and/or university transcripts, work records, social security statements, tax returns.
Note: Except where otherwise stated in the transmission requirements, any period of time spent overseas with the U.S. military or government or a qualifying international organization such as the UN may be computed as physical presence in the U.S. for transmission of citizenship purposes as may time spent as the dependent of such a person. Military records or proof of government or qualifying organization employment or dependency overseas will be required.
- Photos: One 2” x 2” photograph.
- Fee - \$100.00 for the Consular Report of Birth. \$115.00 for the passport if the child is under 16 or \$145 for the passport if the child is aged 16 or over. This can be paid in US dollars cash, the sterling equivalent in cash, or by credit/debit card.
- A prepaid self-addressed Royal Mail Special Delivery Envelope to be used to mail the Report of Birth and Passport to you after issuance. Processing takes approximately 3 weeks.

Ideally both parents should be present at the appointment but we recognize that it may not be possible in all cases. The child MUST attend the appointment. In the case of a child born out-of-wedlock to a U.S. citizen father who is not able to attend the appointment, the father must complete and submit a notarized Affidavit of Parentage, Physical Presence, and Financial Support DD-5507. If either parent is unable to attend, a notarized Statement of Consent for passport issuance form DS-3053 completed by the absent parent is required. Both forms can be downloaded at <https://uk.usembassy.gov/u-s-citizen-services/birth/if-only-one-parent-can-attend/>.